



**Haywood Community College
Board of Trustees
Board Meeting
October 6, 2020**

The Haywood Community College Board of Trustees held a meeting on Tuesday, October 6, 2020, at 3:00 p.m. in room 1509 of the Hemlock Building. The following persons were present via Conference Call, Zoom, or in-person:

TRUSTEES: Jim Blyth, Gorham Bradley, Phillip R. Gibson, Tammy H. McDowell, Dr. Tom McNeel, George Marshall, Lynn Milner, Dr. Morgan Plemmons, Dr. Deborah Porto, Kaleb Rathbone, Rhonda Schandavel, Danny Wingate

STAFF: Wendy Hines, Michael Coleman, Karen Denney, Brek Lanning, Sara Phillips, George Rolland, Pam Hardin, David Onder, Michelle Harris

Dr. Shelley White, BOT Secretary
Tammy Goodson, Recording Secretary
Gina Kelley, SGA President
Justin Stocker, IT
Pat Smathers, HCC Attorney

Live-Stream audio for the October 6, 2020 Board Meeting was available on HCC's YouTube Channel.

Call to Order, Ethics

Chairman Marshall called the meeting to order at 3:00 p.m. and welcomed everyone. Chairman Marshall requested a roll call, determined that a quorum was present, and followed with a moment of silence.

Chairman Marshall called the Board's attention to the **Ethics Statement** on the screen and asked if there were any conflicts. No conflicts were noted. The Ethics Statement is on electronic page 2 of today's packet.

Agenda Approval – Chairman Marshall entertained a motion to approve the October 6, 2020, Board Agenda. Trustee Milner made the motion to approve the October 6, 2020, Board Agenda, as presented. Trustee Porto seconded the motion. All were in favor. The motion duly passed. The October 6, 2020 Board Agenda is located on electronic page 1 of today's packet.

Board Minutes Approval –Chairman Marshall entertained a motion to approve the September 1, 2020, Board Minutes. Trustee Wingate made the motion to approve the September 1, 2020 Board Minutes as presented. Trustee Schandavel seconded the motion. All were in favor. The motion duly passed. The September 1, 2020, Board Minutes are on electronic pages 5-9 of today’s packet.

SGA Report – SGA President Gina Kelley presented highlights from the SGA Report. She noted that SGA Officers participated in several events, including;

- HCC SGA invited students to celebrate local small businesses, including free items from 828 Market, Southern Porch, and the Buttered Biscuit.
- HCC SGA, students, employees, and the community are encouraged to participate in an upcoming blood drive on October 28th.
- HCC and SGA are hosting the BOBCAT Boo-Thru on Thursday, October 29, from 6-8 p.m. The event is open to employees, students, and families. The event will be a trunk decorating contest and drive-thru goodie pickup.

The SGA Report is located on electronic page 11-15 of today’s packet.

President’s Report

Dr. White informed the Board of several items:

- **Program and College Updates** –
 - Reports on enrollment, budget, facilities, and programming will be later in the meeting
 - Cybersecurity – Trustees will receive an e-mail from IT regarding access to Cybersecurity modules discussed last month. The training is optional and available to all Trustees.
 - HCC was allocated \$99,000 in GEER Funding – Governor’s Emergency Education Relief to cover tuition costs for short-term workforce programs through September 2022.
 - HCC received a \$5,000 grant for the BANDNC Project from IEL, Institute for Emerging Issues through NC State University. Students will be able to access laptops and hotspots from our Library Services.
 - Dr. White provided an update on our Fall Operations to the Haywood County COVID Policy Team that meets weekly, and the Southwestern Commission Regional Council of Government Quarterly Meeting.
- **New Employee Report** – The Personnel and Employee report includes one full-time employee and numerous part-time employees. The New Employee Report is on the electronic page 17-18 of today’s packet.
- **Educational Attainment Report** – Dr. White shared the Educational Attainment Report. The report included employees that have recently received a higher educational degree. Employees included in the report were Mr. Larry Davis, Mr. Justin Stocker, and Mrs. Farrah Rodriguez; all had obtained their Bachelor's degree, and two are currently pursuing their Master's degree.
- **Pension Integrity Act** – Dr. White provided a definition of the Pension Integrity Act. She reported that HCC has no employee/s who falls in this category, and we are not Pension Spiking.
- **Action Item - Policy**

HCC seeks new opportunities to enhance employee benefits to allow more flexibility and to promote community involvement.

The following policy revision and new policy proposals are presented to the Board for review and approval at next month's meeting.

- **Policy 3.2.14: Child Involvement Leave** –
The existing policy for Child Involvement Leave is 4 hours per year, as required by North Carolina for state agencies. Currently, this is unpaid leave. As it is unpaid, we have no documentation that employees are taking advantage of this benefit. A policy revision is proposed to transition Child Involvement Leave to be a paid benefit. Child Involvement Leave does not accrue and does not have any cash value.
- **Policy 3.2.15: Community Involvement Leave** –
As allowed by North Carolina for state agencies, HCC proposes adopting a Community Service Leave policy to promote community involvement of our employees and support a culture of service at the College. Community Involvement Leave does not accrue and does not have any cash value.

Following a brief discussion, Chairman Marshall entertained a motion to table Policy 3.2.14-Child Involvement Leave and Policy 3.2.15-Community Involvement Leave until the November 10, 2020 Board Meeting. Trustee Porto made the motion to table Policy 3.2.14-Child Involvement Leave and Policy 3.2.15-Community Involvement Leave until the November 10, 2020 Board Meeting. Trustee Milner seconded the motion. All were in favor. The motion duly passed.

- **Contracts Report** –
 - EMSI Analyst Agreement – Provides access to demographics and market data for new program proposals and program reviews
 - FY 2020-2021 Southwestern Child Development Commission Agreement – Agreement outlining Community College Child Care Grant funds' administration.
 - Haywood County Schools MOU – serves to outline the operating procedures for Haywood Early College and Career and College Promise Courses.
 - NCCCS Adult High School Agreement – allows us to offer high school diplomas through our CCR area in collaboration with Haywood County Schools.

Report by Dr. Michael Coleman, VP of Student Services

Financial Aid Summary 2019-2020 – Dr. Coleman presented the Financial Aid Summary for 2019-2020 (Fall, Spring, Summer). The report included enrolled students excluding and including Haywood Early College (HEC) and Career College Promise (CCP), Federal Financial Aid both dollar amount of Financial Assistance HCC Students received, and the percentage of assistance HCC Curriculum Students received. Dr. Coleman summarized the student loan default rate, the dollar amount, and the number of students who received financial assistance and assistance sources. Dr. Coleman also presented Curriculum Enrollment FTE for five academic years and Curriculum Enrollment Headcount (including HEC and CCP) for four academic years. The Board briefly discussed. The Financial Aid Summary for 2019-2020 is located on electronic pages 27-30 of today's packet.

Report by Mr. Brek Lanning, Director of Campus Development

- **Facilities Update –**
 - **Health and Human Services Building Project (HHS)** – Mr. Lanning reported last month the project had realized a delay due to the State Construction Office reviewing the same set of drawings twice. State Construction is now back on track with the review. After discussing with State Construction regarding the water flow on the nearby hydrants, State Construction will approve. Drawings will be resubmitted to State Construction as early as October 7, 2020, and we anticipate a ten-day turnaround to receive approval from State Construction. Mr. Lanning presented a flow chart of the Health and Human Services Building approval timeline and reviewed it in detail.

Report by Mrs. Karen Denney, VP of Business Operations

State and County Budget Report – Mrs. Denney provided a summary of the State and County Funds Budget Reports for the period ending August 30, 2020. HCC is spending at a normal rate for this time of year for both State and County Budgets. The State and County Budget reports are located on electronic pages 32-33 of today’s packet.

FY 2020-2021 Institutional Final Budget – Mrs. Denney presented in detail the FY 2020-2021 Institutional Budget. She provided a summary of State Funds, County Funds, Federal Funds, Other Funds, Total Operating Revenue, and Fund Balance Appropriated for FY 2020-2021. Discussion ensued regarding what areas, if any, that reductions were made. Mrs. Denney stated that the College had some vacant positions that would not be filled until later in the fiscal year, which resulted in savings. Additional cost savings were realized in the professional development/travel area due to COVID restrictions, and some cost savings were realized due to State spending restrictions.

Committee Chair Rathbone brought forward a motion from Committee to approve the FY 2020-2021 Institutional Final Budget for Haywood Community College as presented. Coming from Committee does not require a second. All were in favor. The motion duly passed. The FY 2020-2021 Institutional Final Budget is located on electronic page 36-37 of today’s packet

Report by Mrs. Wendy Hines, VP of Instruction

Vocational Education/Skilled Trades – Mrs. Hines provided an overview of HCC’s nine Career Clusters focusing on Construction, Manufacturing, and Transportation. Curriculum Programs offered in those areas are; Automotive Systems Technology, Collision Repair and Refinishing Technology, Computer-Integrated Machining Technology, Electrical Systems Technology, Electronics Engineering Technology, Industrial Systems Technology, and Welding Technology. All programs offer Career and College Promise (CCP) track except Industrial Systems Technology. All offer levels of certificates, diplomas, and degrees. She also provided an overview of Workforce Development Offerings which included; NC Auto Safety Inspection, OBD II Certification, Oversized Vehicle Escort, Defensive Driving, Diesel Mechanic via Automotive Service Excellence (ASE)-ARC Grant Support, Short Term special topic courses such as the use of 3-D printer and plasma cutter, Truck Driver Training-Share Program with Caldwell Community College and Technical Institute-first class being planned for May 2021,

Planning courses to support required continuing education hours in plumbing, electrical, and homebuilders, and Customized Training Courses as requested by industry. Discussion ensued. Dr. White noted that HCC is looking for Grants that would help purchase equipment and funding to start new programs. The partnership with Caldwell CC for high-cost programs such as truck driver training and employer engagement across this sector is very beneficial.

Report by BOT Chairman – George Marshall

Health and Human Services Building – The most considerable portion of funding for the HHS Building has been committed by the Haywood Healthcare Foundation. In years past, the HHF Board has held an annual golf tournament as their primary fundraiser. Due to COVID-19, they are unable to hold this year’s tournament. HCC Trustees and HCC Foundation Board have been contacted to make a donation to show our committed support and appreciation of Haywood Healthcare Foundation’s fundraising efforts. Trustees will receive a letter from Chairman Marshall and HCC Foundation Board Chairman Jon Overbay explaining our support's importance, and we hope to have 100% participation. The letter will provide information on how you can donate.

Having no other Business, Chairman Marshall adjourned the meeting at 4:21 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary

Documents Included in the Packet

October 6, 2020, BOT Agenda
NC Ethics Statement
September 1, 2020, Board Minutes
New Employee Report
Employee Educational Attainment Report
Policy 3.2.14: Child Involvement Leave
Policy 3.2.15: Community Involvement Leave
Financial Aid and Enrollment Numbers Report
State and County Budget Report for Period Ending August 30, 2020
FY 2020-2021 Institutional Final Budget
FY 2020-2021 Institutional Final Budget Resolution